



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
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December 4, 2001

In Reply Refer To:  
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CA-912

EMS TRANSMISSION; 12/4/01  
Instruction Memorandum No. CA-2002-013  
Expires: 09/30/2003

To: All CA Employees

From: Deputy State Director, External Affairs

Subject: Federal Register Notices

The Department of the Interior and the Bureau of Land Management in the Washington Office are continuing to review each proposed Federal Register notice prior to authorizing its publication. Since January 2001, the Department has been reviewing all proposed Federal Register notices before authorizing publication (See IM 2001-078 and IM 2001-179). The BLM Washington Office staff is expediting the review with the Department and we are responsible in providing sufficient information to explain the purpose and need for each proposed Federal Register notice.

When we submit a proposed Federal Register notice for publication, we must include a (1) briefing sheet (see attachment), (2) three original signed copies of each Federal Register notice, and (3) an electronic disk of the notice.

In California, all proposed Federal Register notices (3 originals, disk, and briefing sheet) should be sent to the appropriate California State Office DSD for review of program content. This includes all meetings. The DSD for External Affairs will review Advisory Council and National Monument Committee notices. The DSD will determine if additional review is necessary by the SD or ASD, and after review, immediately forward the proposed Federal Register notice to the BLM Washington Office.

After Washington Office reviews, the proposed Federal Register notices are sent by the Washington Office to the Federal Register. In most cases the Federal Register notices are published immediately, and in some cases delays have occurred because of the need for more information and/or better explanation of proposed notices.

Questions concerning policy and procedure should be initially addressed to the appropriate California DSD Office responsible for the proposed Federal Register content, or the DSD for External Affairs. If, on occasion, an exception is desired by a District or Field Manager to the above procedures, please contact the Associate State Director for discussion of the matter and approval.

Signed by:  
Tony Stead  
DSD, External Affairs

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
#1 - Briefing Paper (1 pp)



## **Federal Register Notice Briefing Paper**

### **Title - i.e., Notice of Meeting of the Santa Rosa and San Jacinto Mountains National Monument Advisory Committee**

1. What is the title of the Notice?
2. What is the date that the field office forwarded the notice to Washington?
3. What is the reason for the notice?
4. What are the reasons for the timing of this notice and the consequence, if any, of delaying or cancelling the release?
5. Does the notice relate to an Administration policy or priority, or a controversial issue, and if so, how?
6. Does the action described in this notice require coordination with state/tribal government?
7. Would a map enable the reviewer to better understand the impact or intent of the notice?
8. Does this notice affect National Monuments or National Conservation Areas?
9. Is there any additional pertinent information the reviewer needs to know?